
Appendix A Personnel Responsibilities

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1. Project Manager (PM). The Chief, Project Management Office will assign the PM, who will have overall Trial Burn responsibility. The PM will ensure that all work is completed efficiently, effectively, and on schedule. The PM will have the following additional responsibilities:

- a. Call a Test Team meeting, prior to starting the Trial Burn, to review test objectives, procedures, and scheduling; assign personnel responsibilities; and establish the Test Review Team membership. The Test Team meeting will include the following or their designated representative: participating Directors, participating Team Leaders, assigned Project Coordinator and Temporary Project Coordinator, Technical Writer, and Data Collection Representative.
- b. Schedule Test Team meetings to review Trial Burn progress, changes, or delays. Arrange with the Data Collection Representative to have required Trial Burn Run summaries to review progress.
- c. Ensure that the Test Plan is complete, accurate, in compliance with all environmental documentation, and coordinated with appropriate Site personnel from Plant Operations, Risk Management, and Operations Support.
- d. Serve as Chair of the Test Review Team.
 - (1) If changes to this Test Plan are required, the Chair is responsible for documenting, ensuring timely review, coordination, and circulating the requested change for approval.
 - (2) Ensure timely incorporation of procedural and schedule changes.
- e. Ensure that Support Systems have been reviewed prior to the start of testing. Ensure that drawings are current. Ensure that resources are available to minimize downtime in the event of equipment failure.
- f. Notify the following representatives and management concerning starting time, date, and any delay or cancellation: participating Directors, Technical Writer, and Data Collection Contractor.
- g. Coordinate all Trial Burn operations and requirements with the Project Coordinator or Temporary Project Coordinator.
- h. Ensure that the Data Collection Representative knows and understands what information is required. Review all data, logs, and analysis to ensure required information is collected.

i. Serve as the technical consultant and oversee all technical aspects of the Trial Burn. Monitor Trial Burn progress, data collection, and review data, logs, and analysis results to ensure that test objectives are achieved.

j. Provide appropriate information to the Project Coordinator, the Environmental Representative, and the Plants HW Coordinator to facilitate cleanup of the test site.

k. Provide written review of Trial Burn results for the inclusion in the Test Report. Provide input to the results and discussion portion of the Test Report based on test experience. Provide complete data package to the Technical Writer. Work closely with the Technical Writer and review the Test Report to ensure accuracy and completeness.

2. Project Coordinator. The Project Coordinator will be assigned by the Director of Plant Operations and will oversee all Trial Burn activities and Site personnel. The Project Coordinator will work closely with the PM to ensure that testing proceeds in an efficient and timely manner. In the event that the Project Coordinator is not present, the respective Director will assign a Temporary Project Coordinator. The Temporary Project Coordinator will become the acting Project Coordinator and ensure that all testing proceeds as planned. The Project Coordinator will have the following specific responsibilities:

a. Serve as a member of the Test Review Team to assist in reviewing and evaluating changes.

b. Ensure that all Support Systems (MPF, PAS, Hydraulic System, Material Handling System, etc.) are ready and operable, and that any necessary adjustments are accomplished. Immediately notify the PM concerning any problems or suspected problems that could affect Trial Burn results.

c. Ensure all required Trial Burn and support instrumentation (including environmental monitoring equipment) is calibrated, and all requested calibration or other equipment verification documentation is provided to the PM.

d. Prepare and distribute a list of Test Team representatives and their telephone extensions to each Team representative and management (Directors and Team Leaders).

e. Notify the following Test Team representatives and management concerning the Trial Burn start time, date and location: Director of Plant Operations, Director of Operations Support, Director of Risk Management, Director of Engineering, Director of Resource and Scheduling, Technical Writer, and Data Acquisition Contractor and Representative.

f. Ensure all required personnel (including Data Collectors) are ready and available to start testing.

g. Supervise all operational aspects of the Trial Burn.

(1) Ensure that all SOPs are current, in place, and signed by all personnel. Notify the PM concerning any problems requiring corrective action.

(2) Work with the Safety and Surveillance Representatives to ensure that all Site personnel observe all safety and chemical surety requirements.

(3) Monitor Trial Burn progress and personnel to ensure that all required support is provided.

h. Notify, after coordination and agreement with the PM, the following Team representatives concerning the Trial Burn start time, date and/or any delay or cancellation: Control Module, Risk Management, Plant Operations, Documentation, and Data Acquisition.

i. Ensure Operations Support Personnel understand Trial Burn requirements and are available.

j. Ensure that Trial Burn cleanup is accomplished thoroughly after testing. Coordinate the cleanup and handling of any HW generated with the Environmental Representative and the Plants HW Coordinator.

3. Safety Representative. The Safety Representative will be assigned by the Director of Risk Management and will have the overall safety responsibility during the Trial Burn. The Safety Representative is a member of the Test Review Team and will assist in assessing and approving changes. The Safety Representative will have the following additional responsibilities:

a. Ensure the Trial Burn procedures and operations comply with established safety guidelines.

b. Monitor the Site to ensure that all Site personnel and other employees in the area observe all safety requirements.

c. Assist the Project Coordinator. Ensure personnel safety is preserved.

4. Environmental Compliance Inspector. The Environmental Compliance Inspector will be assigned by the Director of Risk Management and will have the following responsibilities:

a. Independently verify that instrumentation and equipment have been calibrated.

b. Monitor all Trial Burn activities for compliance with monitoring plans, SOPs, environmental plans/permits, and emergency response plans.

1 c. Coordinate all Trial Burn sampling and request analysis of samples. Scrubber
2 Brine and slag samples will be taken by an Environmental Compliance Inspector
3 who is trained and under the surveillance of and provided to the Analytical Services
4 Contractor.

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6 **5. Surveillance Representative.** The Surveillance Representative will be assigned by
7 the Director of Risk Management and will have the following responsibilities:

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9 a. Ensure that the Trial Burn procedures and operations comply with established
10 surveillance requirements and guidelines. Inform the Project Coordinator of any
11 issues that require corrective action.

12
13 b. Monitor operations to ensure that all Trial Burn personnel and others observe
14 surveillance requirements in the area.

15
16 c. Provide Decontamination Tags (Figure O-8, DD Form 2271) for recovered stack
17 samples at the end of each Trial Burn Run. A Decontamination Tag certifies the
18 tagged item or material is free of chemical agent, which allows it to be removed from
19 the CAMDS Site.

20
21 **6. Control Module Representative.** The Control Module Representative will be
22 assigned by the Director of Plant Operations and will have the following responsibilities:

23
24 a. Ensure the CMO and other support personnel are available for testing.

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26 b. Capture all temperature, pressure, and other operational data throughout the
27 Trial Burn.

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29 c. Identify any equipment or operational problems or issues that could affect Trial
30 Burn results or environmental requirements. Problems or issues will be brought to
31 the attention of the PM and Project Coordinator.

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33 d. Inform and coordinate, as necessary, the maintenance and repair of all Trial Burn
34 equipment, instrumentation, Support Systems, Data Collection Systems, and
35 facilities with the Project Coordinator and Maintenance Representative.

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37 **7. Maintenance Representative.** The Maintenance Representative will be assigned
38 by the Director of Plant Operations and will have the following responsibilities:

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40 a. Ensure that maintenance personnel are available to support Trial Burn activities.

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42 b. Ensure all Support Systems (Plant Air System, Hydraulic Systems, Material
43 Handling System, Data Collection Systems, PAS, and MPF System) are ready and
44 available for testing.

c. All repairs will be coordinated with the CMO and captured in the CMO daily logbook.

8. Monitoring Representative. The Monitoring Representative will be assigned by the Director of Operations Support and will have the following responsibilities:

- a. Ensure all required monitoring equipment is calibrated and operating correctly.
- b. Provide both Site and Trial Burn specific monitoring required to accomplish Trial Burn objectives.
- c. Ensure all monitoring operations are done IAW the Monitoring Branch QA/QC Plan.

9. Analytical Representative. The Analytical Representative will be assigned by the Director of Operations Support and will have the following responsibilities.

- a. Support environmental sample analysis and ensure all samples are analyzed IAW approved analytical procedures and the results are reported to the PM, Environmental Compliance Inspector, or Data Collection Representative, as required.
- b. Ensure all environmental monitoring equipment and CEMS are available when required. Ensure data from these Systems are recorded correctly in the Data Collection System.
- c. Ensure all analytical and CEMS operations are done according to Site Plan 49-01 *Analytical Branch Quality Control Plan* and Test Plan 05-76, *Metal Parts Furnace CMS Performance Evaluation Plan*, which are summarized in Appendix N of this Site Plan.

10. Environmental Representative. The Environmental Representative will be assigned by the Director of Risk Management and will have the following responsibilities:

- a. Ensure proper procedures are followed in the handling, storage, and disposal of HW.
- b. Ensure compliance with environmental regulations and permits.
- c. Provide assistance to representatives from the State, EPA, or other environmental visitors during the Trial Burn.

11. Documentation Representative. The Documentation Representative will be assigned by the Director of Engineering and will have the following responsibilities:

1 a. Ensure all applicable SOPs are current and in place prior to the Trial Burn.

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3 b. Arrange for and ensure that requested photographic and video documentation
4 support is available.

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6 **12. Technical Writer.** The Technical Writer will be assigned by the Data Acquisition
7 and Technical Labor Contractor and will have the following responsibilities:

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9 a. Work closely with the PM to ensure the Test Plan reflects the intent of the Trial
10 Burn.

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12 b. Attend Test Review Team and planning meetings and provide input as
13 appropriate.

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15 c. Coordinate with Data Collection Representative on all Trial Burn results. Review
16 Test Data Sheets.

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18 d. Ensure test data and results are incorporated into the Technical Data Package.

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20 e. Prepare the Test Report based on written input from the PM and summarized
21 data IAW applicable documentation standards. Reports will be prepared in a timely
22 manner, normally within 90 days after the completion of testing.

23
24 **13. Data Collection Representative.** The Data Collection Representative will be
25 assigned by the Data Acquisition and Technical Labor Contractor and will have the
26 following responsibilities:

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28 a. Ensure assigned Data Collectors understand what needs to be collected and that
29 they are at their assigned area at the start of the Trial Burn Runs. The Data
30 Collection Representative will coordinate all data collection requirements and obtain
31 requirements from the PM.

32
33 b. Assist in, or provide, Test Data Collection Sheets and make required changes, as
34 necessary. Approved Data Collection Sheets will be provided to each Data
35 Collector. Ensure that all Data Collection Sheets are fully completed and accurate.

36
37 c. Reduce data into report form so that the data can be effectively analyzed. Upon
38 request of the PM, provide daily Data Summaries for the Test Review Team.

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40 d. Assist the Technical Writer, as requested, in preparation of the Test Report.

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42 e. Other duties as assigned by the PM necessary to accomplish the Test Plan.

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44 **14. Stack Sampling Coordinator.** The Stack Sampling Coordinator will have the
45 following responsibilities:

- a. Serve as Contracting Officer Representative for the stack-sampling contract.
- b. Coordinate all stack-sampling activities between the CAMDS Site and the Stack Sampling Contractor.
- c. Brief the stack sampling personnel daily on Trial Burn requirements, safety on the Site, and escort requirements.
- d. Observe all stack sampling activities and sample recovery procedures to ensure proper methods and procedures are used.
- e. Coordinate sample storage, packaging, and shipping to ensure regulations are met.
- f. Ensure the Stack Sampling Contractor receives all Trial Burn Data required for publishing the Stack Sampling Test Report.
- g. Review, consolidate, and forward government comments on the draft of the Stack Sampling Contractor's Test Report to the Stack Sampling Contractor in a timely manner.
- h. Ensure the Stack Sampling Contractor meets the submittal deadline for the final report.
- i. Furnish copies of the final Stack Sampling Contractor's Test Report to Risk Management for submittal to the State of Utah, DEQ, DSHW, for their review and approval.

15. Stack Sampling Contractor.

- a. The Stack Sampling Contractor will observe all aspects of the Trial Burn and certify that it meets the requirements of 40 CFR, 270.62 (b) (7). and the stack sampling requirements of 40 CFR 60, Subpart EEE (MACT rule).
- b. Coordinate all stack-sampling activities between the CAMDS Site and the Stack Sampling Contractor.
- c. Brief the Stack Sampling Coordinator daily on Trial Burn requirements, safety on the Site, and escort requirements.
- d. Coordinate sample storage, packaging, and shipping to ensure regulations are met.
- e. Meet the suspense deadline for all data and reports.

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f. The Stack Sampling Contractor will prepare the HD Trial Burn Report IAW all applicable regulatory and 40 CFR requirements.